Records Management Survey Report
of the
Office of the Director
20 May 1958

I. PURPOSE

To study the efficiency of the records systems and the mail and
file activities of the Executive Registry.

II. BACKGROUND AND APPROACH   25X1A9a

At the request of the Executive Officer, DCI, a survey was started
on 25 March 1958. ████████████████ was assigned to conduct the
study which began in Executive Registry and extended to all com-
ponents of DCI served by the Registry.

III. FACTS

The mail handling and file systems of the Executive Registry have
developed over the years as an outgrowth of the various requirements
placed on them from the components they serve. This growth of
systems has been without benefit of an approved policy or plan and
operates with such flexibility that extensive on-the-job training
for new employees is necessary before they are competent in each of
the many tasks. Certain tasks are overlapping within the Registry
as well as in the offices served by them. Also the high rate of
turnover in employees creates a hardship in maintaining a well
trained staff. Offices in general were complimentary of the Regis-
try for the service received. However, there was some criticism
concerning the dispatch of mail.

IV. CONCLUSION

That tasks performed by Executive Registry should be streamlined
and modernized and that planned systems and procedures, developed
as an approved policy, would improve efficiency.

V. RECOMMENDATIONS

The recommendations summarized below appear in detail together with
supporting data behind the tabs indicated:

1. Install subject-numeric file system in Executive
   Registry. (Tab 1)
2. Establish offices of record. (Tab 2)
3. Cut off and retire records periodically. (Tab 3)
4. Use standard folders and guides. (Tab 4)
5. Combine logging and abstract card preparation. (Tab 5)
6. Convert IN logging to a card system. (Tab 6)
7. Destroy logs (secret and below) after one year. (Tab 7)
8. Procure mechanized equipment for control records. (Tab 8)
9. Approve Dispatch Guide as policy. (Tab 9)

10. Revise cable logging procedures. (Tab 10)
11. Discontinue Summary of DCI Actions. (Tab 11)
12. Adopt color copies to denote record, chrono, and information copies. (Tab 12)
13. Reduce official T/O of Executive Registry. (Tab 13)